

Foggy Bottom News

Published for and by the Citizens of Foggy Bottom

NEXT MEETING:

Monday, February 24
8 PM
St. Paul's Parish House
2430 'K' Street, NW

Parliamentary Terms and Notions About Motions

by Mae Rapport, CPS,
Parliamentarian

So many persons have asked me questions since my article on WHY PARLIAMENTARY PROCEDURE ran in Foggy Bottom News (even one inquiry from as far away as Los Angeles!) it behooves me to try to answer some of them here.

One neighbor accosted me at the Watergate-Safeway where we both shop to ask about minutes as she had been elected secretary of an organization just recently. When it is said that the "recording secretary is custodian of the records of a society or association" it is NOT meant that he or she is the custodian of the treasurer's book, or of the records of the board or of the standing committees, etc. The records referred to ARE THE MINUTES, and all reports, resolutions, etc. that have been presented to the association or society. Minutes of a meeting should be entered in a substantially bound blank book. They should contain a record of WHAT IS DONE by the society or club or association at each meeting, and NOT usually all that is said. The object of minutes is to have a permanent record of what has actually been DONE. It is unnecessary to enter all "secondary motions" (except such as are withdrawn), and unnecessary to enter the names of all speakers in debate of motions or resolutions, etc. All MAIN MOTIONS (except those which are withdrawn) whether adopted or rejected, SHOULD be entered, and usually the names of the makers of important main motions— but

NOT the seconders—points of order and appeals, whether sustained or lost should be entered; and all other motions that were not lost or withdrawn. It would certainly have merit for a person with no previous parliamentary experience to study ROBERT'S RULES OF ORDER Revised, or perhaps the library would have the large easy-to-read (and understand) Robert's PARLIAMENTARY LAW. And to answer another person's question, just because your predecessor in the office did things a certain way does NOT mean that it was (is) the correct way and should be copied. In each organization their own bylaws should take precedence over ANY rulebook. And the first thing a parliamentarian will ask is to see your bylaws before giving ANY advice on ANY query!

I was asked so MANY questions about some terms used, that I thought it would be help if I tried to list a few here for your convenience.

ACCEPT, ADOPT, APPROVE: Minutes are approved; committee reports are accepted; resolutions are adopted.

ACCLAMATION: a general voice vote of approval.

AGENDA: The items of business to be done or discussion to be brought up at a meeting.

AMEND: to change or modify, as a constitution, bylaws or a motion.

EX OFFICIO: by virtue or because of an office, the president is ex officio a member of most committees and has all the privileges of other members of

the committee, such as voting, etc.

LOST MOTION: A motion on which the majority, or in some cases two-thirds of the votes case are "NO". Lost motions are ALWAYS entered in the minutes.

OBTAIN THE FLOOR: To be recognized by the presiding officer (president, chairman, etc.) and given the right to speak.

PRECEDENCE: Coming before. Some motions have precedence over main motions. See the "lucky thirteen" list in this article.

PRO AND CON: For and against.

PRO TEM: Temporary, for the time being; as when someone acts as secretary in another's absence.

PROXY: Authority or power to act for another, as in voting; a writing giving such an authorization.

PUTTING THE QUESTION: the taking of the vote by the chair.

QUORUM: The fewest number of members that can be present and still permit business to be transacted. Unless otherwise stated in the bylaws, it is a majority.

RECORD: The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record. The essentials of the record (P.247 of RORR) a) the kind of meeting, regular, special, adjourned regular, annual, etc. b) name of the assembly c) date and place of meeting d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their

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CONSUMERS ALMANAC, published by the National Consumer League, offers a variety of tips to the consumer, including a history of the consumer movement, a chronology of the nation's consumer laws and what they do, a listing of regulatory agencies affecting the consumer, and advice on how to

be your own consumer advocate. It is available at \$2.95 for single copies and is also available in bulk. For additional information, contact the National Consumers League, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036 (797-7600).

Air Pollution Complaints

To improve handling of complaints the D.C. Bureau of Air and Water Quality Control has initiated two new procedures. Inspectors are now equipped with notifying devices which enable them to get to the site of a potential violation fast, while the condition that caused the complaint may still exist. Complainants are urged to call in both buildings and smoking

autos. In addition to its normal daytime number of 629-3748, the District now has a special 24-hour service to tape record complaints (particularly for use after 4:45 p.m. and on weekends). This new number is 629-2158. All D.C. residents and workers please make a note and keep these numbers with you. Quick complaints are most effective.

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Letters

Letter to the Editor:

Another word for the PEDESTRIAN! Don't rely on having the GO light, have eyes in the back of your head, too!

Wouldn't you know—Friday the 13th I was hit by a bus at 20th and F the corner where I live—just two minutes from home-free. Fortunately he didn't knock me down, I jumped so high and fast, but the driver continued right thru HIS red light with cars honking and I could have been splattered on the street. God saved me for something, I keep wondering why this miracle. But the purpose of this letter is to speak up for the rights of the pedestrian too. V. Burton asked why can't we have some law and order at the turnoff points?—my query is, why can't we have LAW AND ORDER period?

The laws aren't enforced here, I KNOW. I've seen many cases where drivers have flaunted the law, why not, who's to bother them? Did you hear Jim Vance's commentary on Channel 4 the other night telling you (not me, I gave up driving when I came to Washington by way of Vietnam) that in all his life he has NEVER seen such rotten drivers as the ones in the District! And frankly, I must admit I am constantly amazed at what drivers do here when I've seen what happens to drivers in California or Illinois or Pennsylvania, penalized for things D.C. drivers do without concern! As V. Burton said in your previous issue, the same drivers go the same way and do the same things day after day—and as I say, this SHOULD be called to the attention of the police, and if they (the drivers) get a few tickets, maybe they'll stop playing games with the law!

Most sincerely,
Mae Rapport, CPS

Help Us Deliver

The Foggy Bottom News needs four or five people who would be willing to spend fifteen to twenty minutes each month to help us deliver the newspaper. We would deliver the papers to your door. You would have to drop off a small pile of papers within two or three days of receiving them to six or eight buildings within walking distance of your house.

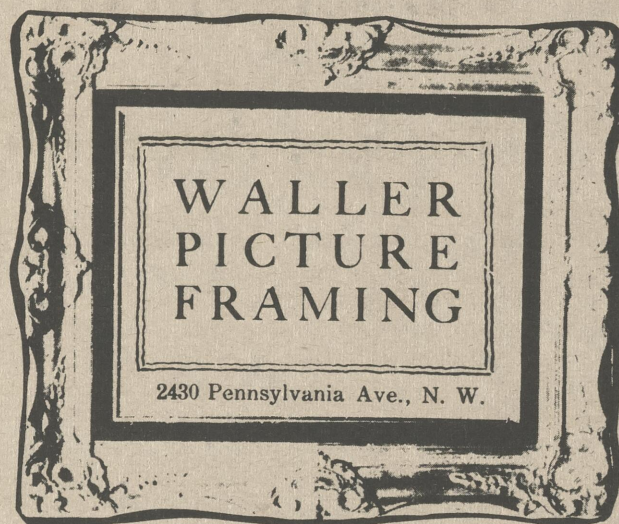
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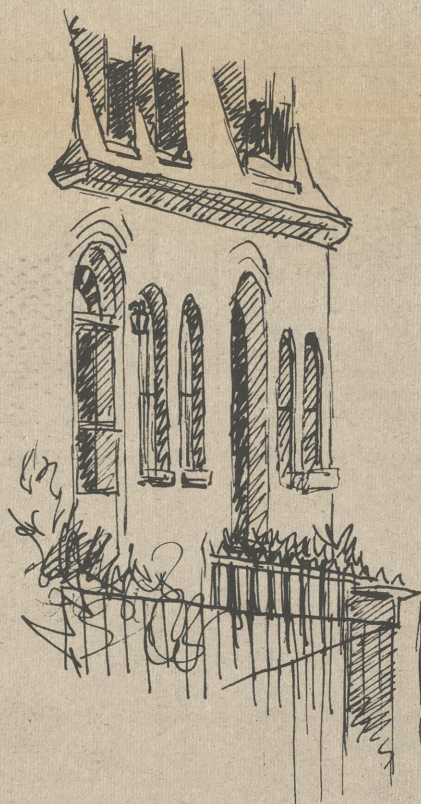
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Foggy Bottom News

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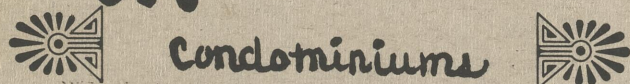
Next Edition's Deadline Saturday, March 1

The opinions expressed in this publication are those of the writers. Their appearance here constitutes neither an endorsement nor official policy of the Foggy Bottom Association.

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The D.C. Department of Motor Vehicles wishes to remind motorists that traffic in both directions must come to a complete stop not less than 15 feet from a school bus that is stopped with its red signal-lights flashing on the front and rear. The traffic is to remain stopped until the red signal-lights are no longer flashing. The only exception to the rule is where a street is divided into separate roadways by a median strip divider. In that case, traffic approaching the bus from the front is not required to stop.

There has been a flagrant disregard for this law in recent months. Remember, you would never forgive yourself if your car struck a school child. This 2 point moving violation will be enforced by the Metropolitan Police Department, so please comply with it for everyone's sake.

accompanied by sweating. Nausea, vomiting, or shortness of breath may also occur.

• Symptoms may subside and then return.

Half of all heart attack deaths occur before the victim gets to the hospital. The medics advise: Have a plan and be prepared to act in case of emergency.

D.C. Pipeline Jan. '75

Heart attack is the number one killer in the United States, causing more than 660,000 deaths annually.

Usual warnings are:

• Prolonged, heavy pressure or squeezing pain in the center of the chest, behind the breastbone.

• Pain may spread to the shoulder, arm, neck, or jaw.

• Pain or discomfort is often

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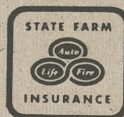
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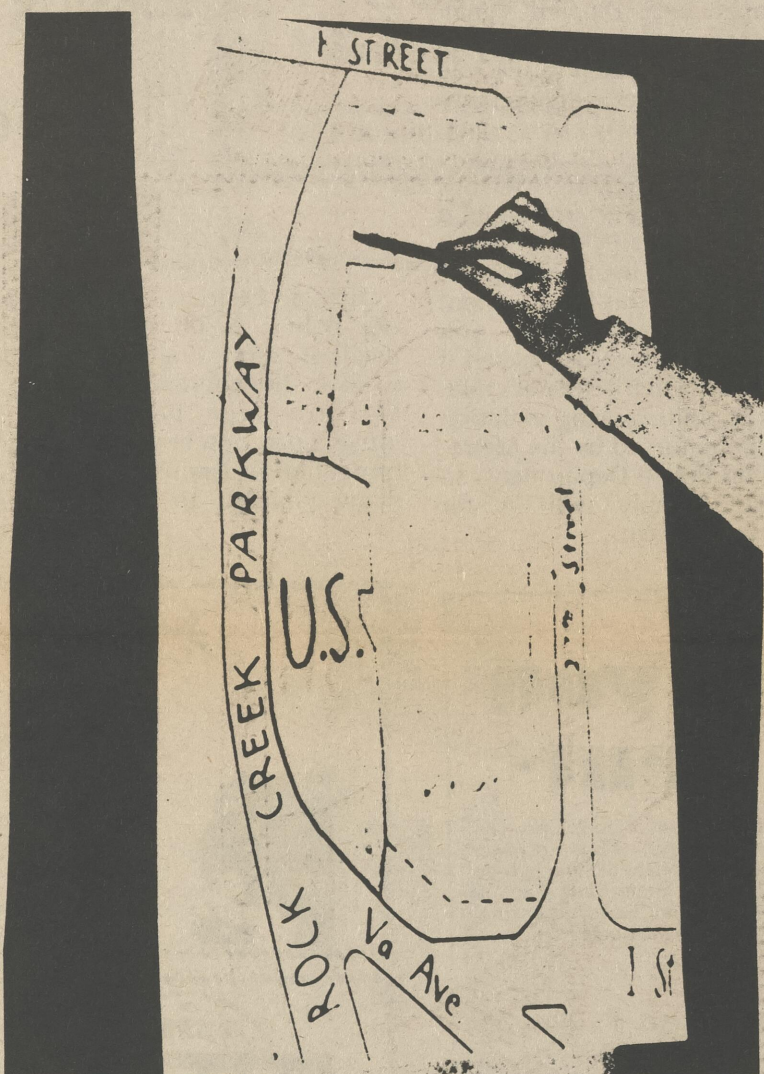
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Hours

"The McLachlen National Bank, in an effort to continue to improve its banking services in the Foggy Bottom community, has initiated some recent changes at its office at 2425 Virginia Avenue, N.W., located in the Potomac Plaza complex.

In addition to a new management team for the branch, the facilities have been made more attractive by an extensive remodeling program, and banking hours have been expanded to provide for service on Saturdays from 10:00 A.M. until 2:00 P.M.

Interested in the welfare of the community, McLachlen is eager to make known its desire to participate in local activities by providing the use of the Potomac Plaza branch for meetings of the Association and other civic organizations.

The manager, John Hrin, on behalf of the entire staff, wishes to extend a warm welcome to all who reside or work in the area to visit the branch so that McLachlen may demonstrate its intention to not merely take from, but to contribute to the community."



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Parliamentary

substitutes; e) whether the minutes of the previous meeting were approved, or their reading dispensed with, f) all the main motions... but do refer to ROBERT'S RULES OF ORDER for more on this.

The above are SOME of the terms most commonly confused and I have tried to limit my definitions for clarification purposes to as few words as possible.

Now, here as I promised to do, are the most used motions at any meeting and which SHOULD become like second nature to any presiding officer in getting a lot done in a little time and in accordance with parliamentary procedure: THE LUCKY THIRTEEN. (And remember what I said above about "precedence") There are three classes of motions—privileged, subsidiary, and principal or MAIN (one at a time)... PRIVILEGED:

1. Fix a day or time to adjourn
2. Adjourn
3. Recess
4. Question of Privilege
5. Call for Orders of the day

SUBSIDIARY:

6. Lay on the Table
7. Previous Question (Close debate and vote NOW)
8. Limit or extend debate
9. Postpone to a definite or time

10. Refer to a Committee (Or Commit)

11. Amend

PRINCIPAL or MAIN:

13. Main motion or resolution (one at a time)

Now if you look at this list of motions, and take the steps upward, you will realize that if the main motion is made, and #12 is moved and voted on in the proper procedure and passes, then there is nothing left, it is "postponed indefinitely" and no need to go further, right? All right, say the main motion or subject under discussion is made and #11 is moved, someone likes the subject but needs to change the wording? So that means #11 "takes precedence" and is the order of business. But let us say I have given you enough "food to digest" for this session or issue, and I shall add one little addendum, you need to also know which of the above motions can be amended, debated, if a second is or is NOT needed (yes, indeed there ARE motions which need no seconding) which of the lucky thirteen needs a majority vote, which of them can be reconsidered, and which require a 2/3 vote. But it's truly like anything else, EASY WHEN YOU KNOW HOW! And I repeat, PARLIAMENTARY PROCEDURE can be fun and can be used in your everyday life—remember, it is courtesy and common sense codified.

Mae Rapport, CPS